



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 030 - 2010

OPEN TO: **All Bangladeshi Interested Qualified Candidates**

POSITION: **Acquisition and Assistance Specialist, FSN-10**
(Salary approx. Tk. 71,860 per month)

**Depending on qualifications and experience,
incumbent may be hired at a lower trainee grade
level:**

Trainee Acquisition & Assistance Specialist, FSN-9
(Salary approx. Tk. 56,261 per month)

OPENING DATE: **April 25, 2010**

CLOSING DATE: **May 13, 2010**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Acquisition and Assistance Specialist in the Office of Acquisition and Assistance (OAA).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, the candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The incumbent works directly under the administrative and technical direction of the Senior Acquisition and Assistance Specialist or the Contracting Officer. The incumbent's responsibilities are to support the acquisition and assistance (A&A) processes for the USAID/Bangladesh Mission. The USAID/Bangladesh program currently has an annual budget of \$100 million to \$150 million. The program is divided into four major program objectives – Democracy and Governance; Population, Health, Nutrition and Education; Economic Growth; and Food, Disaster and Humanitarian Assistance. The incumbent will be responsible for two program objectives with a current portfolio of approximately \$90,433,901.

The incumbent is a professional acquisition and assistance specialist with responsibility for project acquisition and assistance support for a considerable country program and is directly responsible for performing the full range of procurement of commodities and technical services through Purchase Orders, IQC Task Orders, Delivery Orders, negotiated contracts, assistance instruments and other types as appropriate. The incumbent directly oversees and is responsible for the design, negotiation, procurement, post-award administration, monitoring and closeout of A&A portfolios in support of two technical backstops/offices.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent handles a variety of acquisition and assistance instruments, and facilitates the procurement process through active participation from the initial planning process through final execution of the contract or grant. In contract administration, the incumbent is responsible for advising team leaders by assisting in the interpretation of contractual terms and other contract administration functions. Other administrative duties include terminations, closeout and deobligation of unliquidated funds from completed contracts and grants.

1. Receives, reviews and clears Procurement Requests after making determinations regarding contents/specifications for the contracting action. Prepares synopses for publication and announcement on the Federal Government websites such as FedBizopps.gov and Grants.gov websites. Prepares and issues Requests for Quotes (RFQs), Requests for Proposals (RFPs), Requests for Applications (RFAs), as appropriate, to obtain supplies and services, frequently resulting in multi-million dollar awards. Is responsible for preparing contract documents from the solicitation stage to the final contract award, administration and close-out.



2. Formally receives proposals and quotations according to established FAR procedures and ensures their safe custody. Analyzes cost proposals utilizing spreadsheet programs to forecast expected changes in labor or material costs and to understand assumptions made by offerors. Conducts negotiations for the award terms and conditions. Performs and substantiates cost analysis. Oversees and/or serves as a member of the evaluation panels. Incumbent provides critical input on decisions relating to the purchase of emergency commodities after disaster, leasing versus sale or rental of properties of the contractors/recipients/sub-recipients when such needs arise.

3. Ensures contracts, grants and cooperative agreements conform to all the current regulations and guidance. Prepares the negotiation memoranda, fully justifying the decisions made by the CO, documenting all points of negotiation, compromises reached, rationale for contract award and detailed determinations and findings in support of the assertion that the final contract/grant price is fair and reasonable.

4. Conducts post-award contract and grant administration. Works closely with the Regional Legal Advisor and Controller to resolve legal or financial issues related to A&A instruments in the client portfolio. Reviews and recommends approval or disapproval of sub-contracts or sub-grants to the CO. Studies requests for change orders and claim documents and independently, or under the guidance of the CO in particularly contentious cases, negotiates the requests with the contractors and prepares settlement agreements for signature by the CO.

5. When requested, provides advice and guidance to other Mission Officers and technical staff in the review of projects and activities. Assists the client technical teams in preparation of technical proposal evaluation criteria. Fields queries from prospective offerors and applicants. As appropriate, prepares responses or conducts site visits and pre-bid conferences. Prepares the necessary background and assists the CO in post-award debriefings to unsuccessful offerors.

6. Orients Mission Project Officers on USAID's A&A policies and regulations, and advises in planning relative to accepted contracting practices and procedures; keeps client staff apprised of changes in Federal and USAID A&A regulations and policies.



The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This “compartmentalizes” the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** Possession of a Bachelor’s degree in a relevant field, i.e., business administration, finance, marketing, etc is required. In the absence of a Bachelor’s degree, three years of progressively responsible job-related professional level experience may be substituted. *(You must attach a copy of your bachelor degree certificate along with your application form.)* **10 points**
- 2. Language Proficiency:** The Incumbent must be proficient in spoken and written English at Level IV (fluent) and must likewise be fully fluent in spoken and written Bangla. **10 points**
- 3. Prior Work Experience:** Three to five years of progressively responsible professional acquisition/assistance experience, preferably with the U.S. Government or another international development organization. **20 points**



- 4. Knowledge:** Thorough working knowledge of U.S. Government procurement rules, regulations, modalities and procedures. Good knowledge of U.S., international and local market pricing practices. A good knowledge of the capability and reliability of local suppliers, Private Voluntary Organizations (PVOs) and NGOs is required. **25 points**
- 5. Skills and Abilities:** Ability to read, analyze, interpret and apply complex U.S. government regulations. Demonstrated ability to work in a team yet act independently when required; proficiency to organize and manage acquisition regulations and procedures and to apply them to individual acquisition situations; ability to organize and analyze business proposals received in response to solicitations. **35 points**

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

ADDITIONAL SELECTION CRITERIA:

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a plain resume along with a cover letter as convenience. **Blank application forms are available at the South barrier of U.S. Embassy, Dhaka (near the Vatican Embassy) and at U.S. Embassy website at: Dhaka.usembassy.gov.** In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American



Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope

A copy of blank form is also attached hereto for your convenience.

[Application Form](#)

All applicants must complete application form and attach a copy of your academic certificates. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SUBMIT APPLICATION TO:

Supervisory Executive Officer
Executive Office
USAID, Bangladesh
C/o American Embassy
Dhaka

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.